



JOB DETAILS

Job type

- Full-time- NO REMOTE WORK
- Permanent

Shift and schedule

- Day shift
- Monday to Friday

Location: Inglewood, ON

Full job description: We are seeking an experienced Bookkeeper to fill an immediate position at our Winbak Farm of Canada location in Inglewood, ON.

The successful Bookkeeper candidate must be a self-motivated, reliable professional and is able to multi-task and adapt to multiple priorities.

Bookkeeper Duties:

- Maintain general ledgers, cash and financial statements
- Good Understanding of HST, Currency exchanges, WSIB, as well as ROE.
- Calculate and prepare payroll
- Prepare other statistical financial reports
- Accounts Payable/Receivable
- Maintain and prepare year end documentation
- Maintain and prepare Excel spreadsheets
- Full command, knowledge, and full cycle bookkeeping - performing full-cycle bookkeeping functions a good understanding of job costing.
- Prepare monthly reports for senior and corporate office

Bookkeeper Requirements:

- Proficiency with QuickBooks online required
- Strong computer and typing skills; Proficiency in Microsoft Excel
- Proven bookkeeping experience
- Bookkeeping, Accounting or Business Administration Certificate or Diploma; designation an asset
- Solid understanding of bookkeeping and accounting payable/receivable principles
- Ability to calculate, post and manage accounting figures and financial records
- High degree of accuracy and attention to detail
- Maintains reliable attendance and punctuality
- Highly adaptable; can work efficiently and with a team

**Please send your "Bookkeeper" resume in MS Word or PDF format.
To: canada@winbakfarm.com**

Thank you for applying!